

Sullivan County NH

Type of Meeting: Board of Commissioners – Public Meeting Minutes

Date / Time: December 21, 2004; 1:00 PM Decorating Contest Judging followed by 1:30 PM Business Meeting.

Place: Sullivan County Complex / Nursing Home – Activities Room

ATTENDEES: *Commissioners* Rudolf A. Adler - *Chair*, Donald S. Clarke - *Vice Chair*, and Bennie C. Nelson - *Clerk*; Ed Gil de Rubio - *County Manager*; Rep. Larry Converse - *County / State Delegate*; Robert Hemenway - *Nursing Home Administrator*, Greg Chanis - *Facilities & Operations Director*; Scott Hagar - *DOC Superintendent*; and Sharon Johnson-Callum (*minute taker*). *Other public in attendance:* Kristin Senz - *Eagle Times Reporter* and Ethel Jarvis - *Newly Elected Commissioner*.

1:45 Commissioner Chair – Rudolf Adler brought the meeting to order. All recited the Pledge of Allegiance.

NURSING HOME DECORATION CONTEST

1:45 A motion was made to award the decorating contest winner as Stearns II “Santa’s Workshop” (where Santa, Mrs. Claus and the elves were working feverishly on toy construction).

Motion was made by: Commissioner Clarke.

Motion seconded by: Comm. Adler.

Vote: All in favor.

1:47 A motion made to approve the minutes, public and executive session, for the Dec 7, 2004 meetings.

Motion made by: Comm. Clarke.

Motion seconded by: Comm. Nelson.

Discussion: No corrections requested.

Voice vote: All in favor.

AGENDA ITEM NO. 4 HUMAN SERVICES – BUSINESS DATA SOLUTIONS

County Manager distributed original and copies of the Human Services software program, used as well by the NH State DHHS, which was up for an annual renewal of \$900, effective as the first of the year. County Manager indicated Sherrie Curtis, Sullivan County H.S. Coordinator, uses the program for support on the programs the state bills the County for.

1:50 Motion made to approve the one-year renewal for the BDS Human Services – Annual software agreement.

Motion made by: Comm. Clarke.

Motion seconded by: Comm. Nelson.

Discussion: None.

Voice vote: All in favor.

BDS agreement signed by Comm. Nelson as Clerk of the Board.

AGENDA ITEM NO. 5 NURSING HOME REPORT

- a. CENSUS: 137 Total Filled Beds, 13 Private Pay – almost double above budget. One resident left this morning and one coming in this afternoon. There were an elevated number of deaths the last couple weeks. Three more admissions with two being skilled, to be admitted over the next week. Hemenway indicated Gail Bicknell, Director of Admissions, has been out at the hospitals doing evaluations. Comm. Clarke indicated, for benefit of the public in attendance, that the County goal, during the holidays, is to keep loved ones home as much as possible with their families, then make a placement.
- b. NURSING HOME BUDGET UPDATE: Medicaid assessment - budgeted \$616,000 this year without having a real knowledge of needs. They've paid four quarters of monies into the Medicaid assessment. History: paid \$102,000 1st qtr., \$105,000 last qtr, with quarter before \$114,000. \$176,000 predicted positive fund balance. Hemenway has been tracking wages: accumulated \$199,000 of positive fund balance in salary line. Net gain in 1st qtr. over paid-out versus received in, is approximately \$220,000.
- c. STATE SURVEY RESULTS: Hemenway indicated he received a facsimile of the November State survey report on December 16th. Survey sited five deficiencies, with none of the deficiencies in quality of care. First two deficiencies zeroed in on staffing levels: the survey team watched breakfast trays being served, which took 1½ hours to distribute. The other three dealt with dietary: one of the freezers developed ice - which Hemenway feels might have something to do with the roof, prior to it be fixed. They shut the freezer down, defrosted it and put it back on line. A refrigeration company checked one other malfunctioning part, which is being replaced. Per Chanis, roof repairs were done as roof failed. Fourth deficiency dealt with an unsanitary sink - adjusted it and took care of the problem. Fifth deficiency dealt with a dish machine: 1st day the survey team viewed it - the temperature was fine, the second day the temperature was below 180 degrees - they fixed it that evening and the third day the machine was working fine for the team to view. Hemenway is writing a response to deficiencies. He will have John Allard of Genesis review it before it is submitted to the State by the 12/26/04 deadline. Hemenway will provide a copy of the response to Board and County Manager by end of the week. Nursing Home was budgeting for FY '06 8 new food carts, 2 per unit. Will need to purchase a few carts this year to separate the tray load in order to keep the food warmer during serving time on each floor.
- d. STAFFING: Have cut down on use of agency staff. Hired a few more people this past week and feels the negative balance in staffing will be covered.

AGENDA ITEM NO. 6 FACILITIES AND OPERATIONS

A. RFQ FOR BUILDING ASSESSMENT AND FEASIBILITY STUDY FOR ASSISTED LIVING FACILITY

Chanis pointed out the agenda indicated RFQ for land management, but that it was for building assessment and feasibility study for assisted living facility. Proposal is to hire an engineering firm to do assessment and study. RFQ deadline was 12-10-04. Received only one RFQ, from Clough Harbour & Associates of Keene NH. The company provided a qualification letter and plans, and Chanis will set a follow up meeting in January with the company. The meeting should provide them with more specific direction, cost and recommendations. Commissioner Clark indicated he would like to attend the meeting, also. Chanis will give Johnson-Callum the dates. County Manager indicated Gerry Coogan has been involved with Clough Harbour & Associates and recommends going with them.

B. PURCHASE OF NEW FORD DUMP TRUCK WITH PLOW AND SANDER - Chanis first expressed his primary concern with the ability of the Facilities and Operations Department to clear snow on such a large property, with the vehicles they current have, and his secondary concern is with transporting items such as gravel, stone, debris, mulch, etc., during good weather, with dump capabilities. He provided a list of current vehicles: 1) 1999 F350 truck with standard size plow and 35,000 mileage - average condition, 2) 1978 Ford with sander - not road worthy, so does not leave property and 3) tractor with fixed blade. They would keep the truck as secondary, to be used in smaller areas. Received a municipal price, from Ford Motor Company, for "appropriate equipment" based on size of property and duties vehicle would be used for. The quote received was for a: Ford F450 1-ton V-10 dump truck with a Fisher plow and sander, for \$40,751.66. Chanis feels, if the County gets a snowstorm and their current truck breaks down - they would be in trouble. He feels with the 24/7 care the Nursing Home/DOC is expected to provide that the one smaller plow truck is not enough to take care of the property. He indicated the existing sander is six years old, has not been well maintained, and due to not being properly maintained last fall they had to remove it twice for fixes. Comm. Clarke stated he wants to see a maintenance schedule created and limited use of equipment by only a few. Chanis confirmed a long-range goal of his is to delineate responsibilities in Facilities & Operations, in order to look to one person when something goes wrong, or right. Discussion on funds: there is approximately \$100,000 remaining - after the major portions of the roofing repairs were completed. They still have the roof over the Sanders building to do, but the major repairs with the rubber membrane came in cheaper than what was anticipated. With the funds remaining they would have enough to buy the vehicle and have funds for any emergency roof repairs. County Manager pointed out that leasing interest is over 5%. He recommends purchasing out right since they do have the funds.

2:21 A motion was made to authorize the administrator to go ahead and purchase the vehicle out right.

Motion made by: Comm. Clarke.

Motion seconded by: Comm. Nelson.

Discussion: Comm. Clarke indicated he often thought (throughout his term as Commissioner) that a dump body was a good idea. He indicated his concern with the road entering the field above the DOC, which had large holes and low points collecting water in them and felt the road could use gravel spreading. Chanis confirmed the large holes had been filled and throughout the winter will watch for the low areas.

Voice vote: All in favor.

C. BEAGLE CLUB LEASE

Chanis discussed the additions to the current lease. County is receiving \$500 net annually for the lease, plus the Beagle club pays the taxes on the property they use when Sandy Dansereau sends a bill to them from the Nursing Home. Chanis indicated the Beagle Club would be providing a letter regarding the small structure and stove, which was erected in the past, due to statement in lease regarding permission needed for any fire on property. Chanis pointed out Brooks MacCandlish had never been involved with the beagle club regarding the perimeter clearing. Chanis does not see any problems with the clearing, as long as the club requested permission prior to work. Commissioners questioned if insurance was being maintained by the club. The lease indicates it is required – no dollar amount indicated. Commissioners want to put a reasonable amount as part of the lease, limited liability/recreational use. Johnson-Callum will check Commissioners Office records to see if Hayward submitted the proof of insurance and will work with Chanis on wording in lease.

SULLIVAN COUNTY HUMANE SOCIETY

Chanis indicated he recently met with the Sullivan County Humane Society and walked the Unity property a bit with the group, as they are interested in using one of the County buildings. The tour occurred yesterday and they are enthusiastic about renovating or retrofitting the dairy barn. He indicated the group has been around since 1988, in process of getting their 501 c from federal government, and currently deals mainly with domestic cats, but have indicated they'd like to branch out with other animals. Chanis indicated he asked them to draft a short letter of interest - space need – and explained how the County was currently assessing their buildings.

ORION HOUSE – County Manager indicated Orion House was drafting a proposal and that the Board should hear from them in January. He indicated they also visited the property and they also have ideas to propose to the Board of Commissioners.

AGENDA ITEM NO. 7 DOC REPORT

- A. CENSUS – Superintendent Scott Hagar handed out population data sheet. (See copy attached). Discussed work on elevating inmate standards within DOC, in order to elevate the THU population. When THU number drops below 10, Hagar gets more involved with Sgt. Roberts to make sure they are not missing anyone. He has not seen the number drop below that line.
- B. PONY project NIC – Hagar talked about the NIC Training Center in CO and the upcoming training on "Planning of New Institutions" targeted towards the policy makers -such as County Manager, Director of Facilities, DOC Superintendent and Board of Commissioners. The application deadline is January 10th and the conference is scheduled for Apr 11th - 14th. Commissioner Clarke highly recommended Commissioner Nelson and newly elected Commissioner Ethel Jarvis to attend. He indicated he and Adler attended previously and felt it was a very beneficial program – though geared towards those in process of new building or renovation, felt it was still good to attend if no concrete plans in place. He pointed out that all expenses were paid by the NIC and that

the only expense the County would need to pick up would be travel fee from the airport to the facility. Hagar agreed it was well worth attending if County feels they need to make a commitment on doing something: either a new facility or addition, as the conference provides good ideas regarding labor savings through newer ways of management. Commissioners will provide a "head count" on who is attending by their next meeting, to be held December 29th.

- C. DOC PHOTO BOARD – Hagar presented a photo board to the Commissioners, to show them what the DOC families had been viewing the last couple weeks: changes the DOC had made in painting, flooring, room separation, events some employees participated in, and events inmates participated in. Hagar then presented Sullivan County DOC hats to the Board of Commissioners; newly elect Commissioner Jarvis and County Manager.

Ethel Jarvis asked Hagar for appointment, to be briefed on the DOC. County Manger pointed out to Jarvis the official DOC inspections were performed every six months.

AGENDA ITEM NO. 8 COUNTY MANAGER REPORT

- A. LETTER OF MANAGEMENT UPDATE - Response to management letter in completion stages. County Manager, independent accountants and County Treasurer will be sitting down with the Elected Officials: Attorney, Registrar of Deeds and Sheriff tomorrow to discuss the response.
- B. SOFTWARE CONVERSION – County Manager feels conversion going very smoothly. He confirmed the Attorney's Office, Registrar of Deeds and Sheriff's Office were in the process of being tied in to the new computer system. The new computer was purchased for Dodi Violette.
- C. THANK YOU – County Manager indicated he wanted to extend a thorough "thank you" to Bob Hemenway who is retiring January 21st and to Commission Adler who is stepping down as of the first of the year.

AGENDA ITEM NO. 9 COMMISSIONERS' REPORT

NHAC/GRANITE CARE MODERNIZATION - Commissioner Clarke discussed the brain storming event he and County Manager attended with the NHAC to discuss Granite Care Modernization. He felt the attendance at the meeting was poor, but discussions were excellent, and that another meeting was planned for the afternoon of December 29th.

Comm. Clarke indicated he also expressed his "thank yous" to Hemenway and Commissioner Adler.

DRED LUNCHEON – Comm. Nelson provided update on the luncheon with DRED and economic development representatives from Charlestown, Claremont and Newport at the new The Eagle Tavern/Grill. He commented that it was nice to see that DRED knows this part of the state

exists.

2:57 A motion was made to adjourn the meeting.
Motion made by: Comm. Clarke.
Motion seconded by: Comm. Nelson.
Discussion: None.
Voice vote: All in favor.

Respectfully submitted,

A handwritten signature in cursive script that reads "Bennie C. Nelson".

*Bennie C. Nelson, Clerk
Board of Commissioners*

BN/s.j-c.